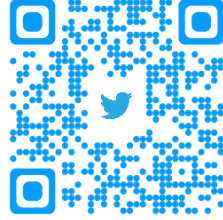


# 2023-2024

## CUMBERLAND MIDDLE SCHOOL

### STUDENT AND FAMILY HANDBOOK



Connect with CMS and Cumberland School District on Social Media by using these QR Codes!



Cumberland Middle School  
980 8<sup>th</sup> Avenue

Cumberland, WI 54829

Telephone: 715-822-5122

Fax: 715-822-5132

Website: [www.cumberland.k12.wi.us](http://www.cumberland.k12.wi.us)

#### Cumberland School District Phone Numbers

Cumberland High School	715-822-5121
Cumberland Middle School	715-822-5122
Cumberland Elementary School	715-822-5123
Cumberland District Administration Office	715-822-5124

***This handbook is not inclusive of all district policies. For more information on the district and access to all school district policies visit the Cumberland School District Webpage at <http://www.cumberland.k12.wi.us/>.***

# 2023-2024 Cumberland School District Calendar

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
						1st

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				22

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						17

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						1st

2023	
Aug 21-22	Staff Development
Aug 23	District Open House
Aug 24	Staff Development
Aug 29-30	Professional Staff Work Day
Sept 4	Labor Day - Holiday
Sept 5	Students First Day
Oct 16	ES/MS/HS Parent/Teacher Conferences (4:00-7:00 p.m.)
Oct 23	ES/MS/HS Parent/Teacher Conferences (4:00-7:00 p.m.)
Nov 3	End of 1st Quarter
Nov 20-24	Thanksgiving - Vacation
Nov 23	Thanksgiving - Holiday
Dec 25-29	Christmas Break

2024	
Jan 1	New Year - Holiday
Jan 2	School Resumes
Jan 18	End 2nd Quarter/1st Semester
Jan 19	Staff Development
Mar 4	ES/MS/HS Parent/Teacher Conferences (4:00-7:00 p.m.)
Mar 11	Professional Staff Work Day
Mar 11-15	Spring Break
Mar 29	Easter - Vacation
Apr 1	End 3rd Quarter
May 25	Graduation
May 27	Memorial Day - Holiday
Jun 4	End 4th Quarter/2nd Semester
Jun 4	Last Day of School
Jun 5	Professional Staff Work Day

First/Last Day of School
Staff Development (no students)
Professional Staff Work Day (no students)
Parent/Teacher Conferences
No School
Last Day of Quarter/Semester



**CUMBERLAND SCHOOL DISTRICT**  
**OUR SCHOOLS**  
**OUR COMMUNITY**  
**OUR FUTURE**

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						21

February 2024						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29		
						21

March 2024						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						1st

April 2024						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
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28	29	30				
						22

May 2024						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						22

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						2

The Cumberland School District does not discriminate against any person on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

## **PREFACE**

The Cumberland Middle School Family Handbook is designed to help students and parents understand the school and the student's role within the school. By understanding the school policies and procedures in advance, students and parents can understand the framework in which the learning experience is to be undertaken. If there are any questions regarding any rule, regulation, or procedure, please contact a teacher or the office. This handbook is not inclusive of all district policies. For more information on the district and access to all school district policies visit the Cumberland School District Webpage or contact the district office.

## **CUMBERLAND SCHOOL DISTRICT BELIEF STATEMENT**

### **We believe....**

- Education is an interactive partnership among family, schools, students, and a multicultural community.
- Students must be provided a learning environment that is safe, supportive, and diverse.
- Students are expected to learn and to demonstrate attributes of good citizenship.
- Education must provide students with skills for lifelong learning.
- Students will be encouraged to reach their highest potential through a variety of experiences. Higher expectations will yield higher results.
- Problem solving and creativity are important attributes in the educational process.

## **CUMBERLAND SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Cumberland School District is to develop citizenship and skills for lifelong learning through a well-rounded education, which incorporates the highest standards.

### **The 3 R's – CMS CODE OF CONDUCT**

- **Be RESPECTFUL**
- **Be READY**
- **Be RESPONSIBLE**

**"IT STARTS WITH YOU!"**

## **IT'S A GREAT DAY TO BE A BEAVER!**

Teachers recognize students through our It's a Great Day to be a Beaver program. Teachers are encouraged to recognize when students demonstrate behaviors that contribute positively to the school climate. Examples of this include, but are not limited to students demonstrating courtesy and respect for everyone, showing concern for the safety of others, respect for property, and respect for the right to learn and teach without disruption.

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## CUMBERLAND MIDDLE SCHOOL FACULTY AND STAFF

Ms. Lariza Alanis	Digital Media and Technology Teacher	( <a href="mailto:lan@csdmail.com">lan@csdmail.com</a> Ext. 253)
Mrs. Morgan Andersen	Reading and Math Resource Teacher	( <a href="mailto:mande@csdmail.com">mande@csdmail.com</a> , Ext. 232)
Mrs. Tami Bowman	Director of Special Education	( <a href="mailto:tbowm@csdmail.com">tbowm@csdmail.com</a> , Ext. 130)
Mrs. Justice Broker	6 <sup>th</sup> Grade, English	( <a href="mailto:jbrok@csdmail.com">jbrok@csdmail.com</a> , Ext. 228)
Mrs. Shahla Brown	7th-8th Spanish	( <a href="mailto:sbrow@csdmail.com">sbrow@csdmail.com</a> , Ext 451)
Ms. Allison Brunett	6 <sup>th</sup> Grade Math Instructor	( <a href="mailto:abrun@csdmail.com">abrun@csdmail.com</a> , Ext. 225)
Mrs. Rose Carlson	MS Instructional Aide	( <a href="mailto:rcarl@csdmail.com">rcarl@csdmail.com</a> )
Mrs. Kayla Cifaldi	7th-8th English Instructor	( <a href="mailto:kcifa@csdmail.com">kcifa@csdmail.com</a> , Ext. 234)
Ms. Michelle Dahlberg	5 <sup>th</sup> Grade Instructor	( <a href="mailto:mdahl@csdmail.com">mdahl@csdmail.com</a> , Ext 222)
Mrs. Heidi Fauske	5 <sup>th</sup> and 6 <sup>th</sup> Grade Instructor	( <a href="mailto:hfaus@csdmail.com">hfaus@csdmail.com</a> , Ext. 225)
Mr. Dylan Feiertag	School Liaison Officer	( <a href="mailto:dfeie@csdmail.com">dfeie@csdmail.com</a> , Ext 424)
Mrs. Tabetha Gramberg	MS Special Education Instructor	( <a href="mailto:tgram@csdmail.com">tgram@csdmail.com</a> , Ext. 229)
Mr. Colin Green	Middle School Principal	( <a href="mailto:cgree@csdmail.com">cgree@csdmail.com</a> , Ext. 200)
Mrs. Kara Haughian	5 <sup>th</sup> Grade Instructor	( <a href="mailto:khaug@csdmail.com">khaug@csdmail.com</a> , Ext. 223)
Ms. Taylor Hayes	5th-8th Guidance Counselor	( <a href="mailto:thaye@csdmail.com">thaye@csdmail.com</a> , Ext. 204)
Mrs. JaKoda Hendren	MS Instructional Aide	( <a href="mailto:jhend@csdmail.com">jhend@csdmail.com</a> )
Ms. Kelly Hoeft	School Outreach Worker	( <a href="mailto:khoef@csdmail.com">khoef@csdmail.com</a> , Ext 206)
Mrs. Janet Holdt	Vocal Music Instructor	( <a href="mailto:jhold@csdmail.com">jhold@csdmail.com</a> , Ext 426)
Mr. Tom Hullander	MS Special Education Instructor	( <a href="mailto:thull@csdmail.com">thull@csdmail.com</a> , Ext 213)
Mrs. Tara Johnson	Middle School Office Secretary	( <a href="mailto:tjohn@csdmail.com">tjohn@csdmail.com</a> , Ext. 201)
Mrs. Kristin Juleff	MS Instructional Aide	( <a href="mailto:kjule@csdmail.com">kjule@csdmail.com</a> )
Mr. Hokshila LaBlanc	Native American Coordinator	( <a href="mailto:hlabl@csdmail.com">hlabl@csdmail.com</a> , Ext. 257)
Mrs. Tammy Langenfeld	MS Instructional Aide	( <a href="mailto:tlang@csdmail.com">tlang@csdmail.com</a> )
Mr. Isaac Lundquist	7th-8th Science Instructor	( <a href="mailto:ilund@csdmail.com">ilund@csdmail.com</a> , Ext. 236)
Mr. Lorne Majewski	Athletic Director	( <a href="mailto:lmaje@csdmail.com">lmaje@csdmail.com</a> , Ext 434)
Mrs. Tanya Majewski	Computer Science Instructor	( <a href="mailto:tmaje@csdmail.com">tmaje@csdmail.com</a> , Ext. 415)
Mrs. Taylor Marschall	5 <sup>th</sup> Grade Instructor	( <a href="mailto:tmars@csdmail.com">tmars@csdmail.com</a> , Ext. 224)
Mr. Jace Martens	5th-8th Physical Education Instructor	( <a href="mailto:jmart@csdmail.com">jmart@csdmail.com</a> , Ext. 217)
Mr. William McCreary	7th-8th Social Studies Instructor	( <a href="mailto:wmccr@cadmail.com">wmccr@cadmail.com</a> , Ext. 237)
Mrs. Rebecca Odden	MS School Special Education Instructor	( <a href="mailto:rodde@csdmail.com">rodde@csdmail.com</a> , Ext 231)
Mrs. Kristin Olson	School Nurse	( <a href="mailto:kolso@csdmail.com">kolso@csdmail.com</a> , Ext. 104)
Ms. Tianna Olsen	School Psychologist	( <a href="mailto:tolse@csdmail.com">tolse@csdmail.com</a> , Ext. 247)
Mr. Jon Pasko	Tech Education Instructor	( <a href="mailto:jpask@csdmail.com">jpask@csdmail.com</a> , Ext. 433)
Mr. Justin Peterson	6 <sup>th</sup> Grade Science & Social Studies Instructor	( <a href="mailto:jpete@csdmail.com">jpete@csdmail.com</a> , Ext. 227)
Mrs. Beth Ranallo	Director of Food Service	( <a href="mailto:brana@csdmail.com">brana@csdmail.com</a> , Ext.431)
Mrs. Keri Rouzer	Middle School Office Secretary	( <a href="mailto:krou@csdmail.com">krou@csdmail.com</a> , ext 202)
Mrs. Elsa Severson	Speech and Language Pathologist	( <a href="mailto:eseve@csdmail.com">eseve@csdmail.com</a> , Ext. 244)
Mrs. Meghan Waite	7th-8th Math Instructor	( <a href="mailto:mwait@csdmail.com">mwait@csdmail.com</a> , Ext. 235)
Mrs. Holly Waterman	5th-8th Art Instructor	( <a href="mailto:hwate@csdmail.com">hwate@csdmail.com</a> , Ext. 220)
Mr. Lucas West	6th-8th Instrumental Music Instructor	( <a href="mailto:lwest@csdmail.com">lwest@csdmail.com</a> , Ext. 428)
Mrs. Tirzah Zipperer	8th Health/Personal Fitness/STEM/Natural Res.	( <a href="mailto:tzipper@csdmail.com">tzipper@csdmail.com</a> , Ext 241)

# SCHEDULES

## 7th & 8th Grade Schedule

- Students arrive, breakfast in commons/work in a classroom/morning recess 7:40-8:15
- 1st Period 8:20-9:09
- 2nd Chance Breakfast (Get and report directly to 2nd hr.)
- 2nd Period 9:16-10:04
- 3rd Period 10:08-10:56
- 4th Period 11:00-11:48
- 5-6 Grade Lunch (Lunch Track A) 11:48-12:18
- 5th Period (7&8 in class) 11:52-12:40
- 7-8 Grade Lunch (Lunch Track B) 12:40-1:10
- 6th Period 1:14-2:02
- 7th Period 2:06-2:54
- BASetime 2:58-3:30

## 5th Grade Schedule

- Students arrive, breakfast in commons/morning recess 7:40-8:15
- Morning Specials 8:20-9:05
- 2nd Chance Breakfast 9:05-9:15
- Rotation 1 9:20-10:20
- Morning Classes 10:25-11:00
- Music/ Workshops 11:04-11:48
- Lunch & Recess 11:48-12:25
- Rotation 2 12:30-1:30
- Snack/Brain Break/Recess 1:30-2:00
- Rotation 3 2:00-3:00
- BASetime/Clean up 3:00-3:30

## 6th Grade Schedule

- Students arrive, breakfast in commons/morning recess 7:40-8:15
- Music 8:20-9:05
- 2nd Chance Breakfast 9:05-9:15
- Rotation 1 9:20-10:20
- Morning Classes 10:25-11:00
- Specials 11:04-11:48
- Lunch & Recess 11:48-12:25
- Rotation 2 12:30-1:30
- Snack/Brain Break/Recess 1:30-2:00
- Rotation 3 2:00-3:00
- BASetime/Clean up 3:00-3:30

## CSD Meal Prices

	CES	CMS/CHS		All Schools
<b>BREAKFAST</b>			<b>REDUCED BREAKFAST</b>	
Daily	\$1.05	\$1.25	Daily	\$0.30
Weekly	\$5.25	\$6.25	Weekly	\$1.50
Bi-Weekly	\$10.50	\$12.50	Bi-Weekly	\$3.00
Monthly	\$31.50	\$37.50	Monthly	\$6.00
Bi-Monthly	\$63.00	\$75.00	Bi-Monthly	\$12.00
Quarterly	\$47.25	\$56.25	Quarterly	\$13.50
3xYear	\$63.00	\$75.00	3xYear	\$18.00
Semester	\$94.50	\$112.50	Semester	\$27.00
Yearly	\$189.00	\$225.00	Yearly	\$54.00
<b>MILK</b>			<b>REDUCED MILK</b>	
Daily	\$0.30	\$0.30	Daily	\$0.00
Weekly	\$1.50	\$1.50	Weekly	\$0.00
Bi-Weekly	\$3.00	\$3.00	Bi-Weekly	\$0.00
Monthly	\$6.00	\$6.00	Monthly	\$0.00
Bi-Monthly	\$12.00	\$12.00	Bi-Monthly	\$0.00
Quarterly	\$13.50	\$13.50	Quarterly	\$0.00
3xYear	\$18.00	\$18.00	3xYear	\$0.00
Semester	\$27.00	\$27.00	Semester	\$0.00
Yearly	\$54.00	\$54.00	Yearly	\$0.00
<b>LUNCH</b>			<b>REDUCED LUNCH</b>	
Daily	\$2.70	\$2.85	Daily	\$0.40
Weekly	\$13.50	\$14.25	Weekly	\$2.00
Bi-Weekly	\$27.00	\$28.50	Bi-Weekly	\$4.00
Monthly	\$81.00	\$85.50	Monthly	\$8.00
Bi-Monthly	\$162.00	\$171.00	Bi-Monthly	\$16.00
Quarterly	\$121.50	\$128.25	Quarterly	\$18.00
3xYear	\$162.00	\$171.00	3xYear	\$24.00
Semester	\$243.00	\$256.50	Semester	\$36.00
Yearly	\$486.00	\$513.00	Yearly	\$72.00

## CSD Meal Prices

	CES	CMS/CHS		All Schools
<b>BREAKFAST &amp; LUNCH</b>			<b>REDUCED BREAKFAST &amp; LUNCH</b>	
Daily	\$3.75	\$4.10	Daily	\$0.70
Weekly	\$18.75	\$20.50	Weekly	\$3.50
Bi-Weekly	\$37.50	\$41.00	Bi-Weekly	\$7.00
Monthly	\$112.50	\$123.00	Monthly	\$14.00
Bi-Monthly	\$225.00	\$246.00	Bi-Monthly	\$28.00
Quarterly	\$168.75	\$184.50	Quarterly	\$31.50
3xYear	\$225.00	\$246.00	3xYear	\$42.00
Semester	\$337.50	\$369.00	Semester	\$63.00
Yearly	\$675.00	\$738.00	Yearly	\$126.00
<b>MILK &amp; LUNCH</b>			<b>REDUCED MILK &amp; LUNCH</b>	
Daily	\$3.00	\$3.15	Daily	\$0.40
Weekly	\$15.00	\$15.75	Weekly	\$2.00
Bi-Weekly	\$30.00	\$31.50	Bi-Weekly	\$4.00
Monthly	\$87.00	\$91.50	Monthly	\$8.00
Bi-Monthly	\$174.00	\$183.00	Bi-Monthly	\$16.00
Quarterly	\$135.00	\$141.75	Quarterly	\$18.00
3xYear	\$180.00	\$189.00	3xYear	\$24.00
Semester	\$270.00	\$283.50	Semester	\$36.00
Yearly	\$540.00	\$567.00	Yearly	\$72.00
<b>BREAKFAST, MILK &amp; LUNCH</b>			<b>REDUCED BREAKFAST, MILK &amp; LUNCH</b>	
Daily	\$4.05	\$4.40	Daily	\$0.70
Weekly	\$20.25	\$22.00	Weekly	\$3.50
Bi-Weekly	\$40.50	\$44.00	Bi-Weekly	\$7.00
Monthly	\$118.50	\$129.00	Monthly	\$14.00
Bi-Monthly	\$237.00	\$258.00	Bi-Monthly	\$28.00
Quarterly	\$182.25	\$198.00	Quarterly	\$31.50
3xYear	\$243.00	\$264.00	3xYear	\$42.00
Semester	\$364.50	\$396.00	Semester	\$63.00
Yearly	\$729.00	\$792.00	Yearly	\$126.00
<b>ADULT BREAKFAST</b>			<b>ADULT LUNCH</b>	
Daily	\$2.60		Daily	\$4.65
Weekly	\$13.00		Weekly	\$23.25
Bi-Weekly	\$26.00		Bi-Weekly	\$46.50
Monthly	\$52.00		Monthly	\$93.00
Bi-Monthly	\$104.00		Bi-Monthly	\$186.00
Quarterly	\$117.00		Quarterly	\$209.25
3xYear	\$156.00		3xYear	\$279.00
Semester	\$234.00		Semester	\$418.50
Yearly	\$468.00		Yearly	\$837.00



# ATTENDANCE REGULATIONS AND PROCEDURES

State Law Articles 118.15, sub-sections 1-5 states: "Any person, having under their control a child who is between the ages of 6 and 18 years shall cause such a child to attend school regularly during the full period of hours."

Parents are authorized to excuse their child from school attendance for any reason up to a maximum of 10 days in a school year. As stated in Wisconsin Statute 118.15 (1) (a) absences beyond 10 days may be restricted to either medical or legal excuses.

Absences beyond 10 days may be considered unexcused unless they meet the following school policies:

1. The absence is documented by a written medical excuse provided by a licensed medical practitioner. A medical excuse on file with the school may cover chronic and recurring illnesses.
2. A written legal excuse provided by an attorney or other legal practitioner who requires the student's presence for legal purposes. The absence will only excuse the time required for travel and appearance.
3. The absence is related to a death in the immediate family or funeral of a close relative.

## **Excused Absences**

- Personal illness or family emergency; death in the immediate family; medical, dental, or other clinic appointments; school-sponsored trips, or special circumstances approved in advance.
- The parent must verify the absence by calling the school on the date of absence or by sending a note stating the reason for the absence when the child returns to school. It is the responsibility of the student to get their own makeup work completed.

## **Unexcused Absences**

- No verbal or written contact received from the parent/guardian within two working days of the absence.
- The student leaves school without following the sign-out and sign-in procedures.

## **Tardy**

- A student is tardy if they are not in the classroom when the bell rings.

## **Consequences for Unexcused Absences**

- There will be consequences for those students who accumulate tardies and unexcused absences. Mrs. Rouzer will notify students when they have a consequence and when it will be served. If students do not show up for detentions after being notified, the detention will double.
- A combination of 5 tardies/unexcused absences ---- 1 lunch/recess detentions
- 10 or more tardies/3 unexcused absences ---- 2 lunch/recess detentions -Truancy process begins
- **Other unexcused attendance issues may result in the contact of parents, in or out of school suspension, or other consequences set by the building principal.**

## **Absence Reporting**

1. On the day of an absence, parents are required to call the school office to report the absence. Call 822-5122 ext. 202 to leave a voice message with the attendance secretary. The message must contain the following:
  - A. Student's name and date of absence
  - B. Reason for absence
  - C. Your name and relationship to student
  - D. The number where you can be reached during school hours

2. Upon return after an absence, a written note from a parent/guardian explaining the reason for the absence is required within two (2) school days of the absence. The note must contain the following:
  - a. Student's name
  - b. Reason for absence
  - c. Date of absence
  - d. Signature of parent/guardian
3. If a parent or guardian has not called the middle school by 8:40 AM, the Cumberland School District automated system will try to contact them by text, email, and phone asking the parent to contact the Middle School Office giving the reason for the student's absence.

**STUDENTS MUST CHECK THEIR ATTENDANCE DAILY ON THEIR IPAD, WHETHER ABSENT OR NOT**, for any discrepancies in their attendance record. Students have two (2) school days from the date of absence to correct any errors.

**Students Leaving School Early or For an Appointment:**

1. All students must present a permission note from a parent/guardian **to the attendance secretary before first hour begins**. The permission note must contain the following:
  - A. Name of student
  - B. Name of facility student will be attending
  - C. Date and time of appointment
  - D. Signature of parent/guardian
  - E. Telephone number where parent/guardian can be reached during school hours
    - Verbal permission to leave the school building for appointments will be accepted when given by the parent/guardian to the attendance secretary.
2. The student will receive an e-hallpass on their iPad. The student must return a note from the facility to the attendance secretary within two (2) school days after the appointment. The following information is to be documented on the note.
  - A. Time student arrived at the appointment
  - B. Time student left the appointment
  - C. Legible signature by the receptionist, clerk of court, nurse, or attending physician, etc.

\*Prior to the student leaving school, the student will sign out in the office. Upon returning to the school (if returning the same day), the student will sign back in on the sheet.

**Students Not Attending School Prior to Appointment:**

1. Must return to school with the following documentation. This documentation must be received within two (2) school days of the absence.
  - A. Documentation stating the name of the facility student attended
  - B. Date of appointment
  - C. Time of appointment
  - D. Time student left the appointment
  - E. Legible signature by the receptionist, clerk of court, a nurse or attending physician

**Arriving at School after 8:20 AM**

1. Students arriving at school anytime after 8:20 AM for any reason must:
  - Report to the office to sign in. If the student is late to class, a pass will be issued.

**If Bus Arrives Late**

1. The student is to report to the office immediately upon arrival of the late bus. By signing in, and receiving a late bus ticket, your name will be removed from the unexcused absence list.

## **BUS RIDER DISCIPLINE PROCEDURES**

The following rules will be enforced by the bus driver to ensure safe transportation.

1. All students are expected to remain seated while the bus is in motion.
2. Students must follow directions issued by the bus driver.
3. Students should keep their hands, feet, and all other objects to themselves.
4. No student will participate in any action or activity that endangers the health, safety, or welfare of the bus driver or welfare of the bus driver or any riders on the bus.
5. No eating will be allowed on the bus. Students who misbehave on the school bus may be suspended from riding their school bus. It is, of course, possible that a student may have to be removed immediately for the safety of all involved. If and when this happens, the bus driver shall contact the bus company, who shall contact the Cumberland police or pick the student up and release him to the parent or legal guardian. The following procedures shall be adhered to by the bus company and school officials when appropriate. These procedures apply to all bus riders - private as well as public school students.

### **Steps in General Student Control on School Buses**

- A. The driver shall first attempt to talk with the student individually whenever possible to resolve the problem. A description of the problem may be written up at this time and forwarded to the parents/guardians and/or the school.
- B. If talking with the student proves ineffective, the student may be assigned to a specific seat by the driver for a period of time. The problem may be written up and forwarded to the parents/guardians and/or school.
- C. If actions (a) and (b) have been tried unsuccessfully and the problem continues, the parent/guardian and/or the school shall be contacted for further disciplinary action.
- D. For serious infractions, actions (a), (b), and (c) can be eliminated and the student's bus riding privileges may be revoked.

### **Steps and Actions in Suspending a Student's Riding Privileges**

- A. Parents/guardians shall be contacted whenever a bus riding suspension is involved by the respective school official. The following suspension guidelines shall be implemented for students who have their bus riding privileges suspended.
  - Recommended Steps:
    - 1st Written Bus Report Written letter and assigned seat
    - 2nd Written Bus Report Written letter, phone call, and assigned seat
    - 3rd Written Bus Report Three-day suspension from riding the bus
    - 4th Written Bus Report Three-day suspension from riding the bus
    - 5th Written Bus Report Three-day suspension and required parent meeting
    - 6th Written Bus Report Recommendation made to school administration for student's permanent suspension from bus services.
  - Suspensions are recommended and may be adjusted by the administration of the school, depending on the circumstances of the offense.
- B. Some behaviors are severe enough to warrant automatic suspensions. In such cases, the steps listed above shall be bypassed. The following behaviors shall merit automatic suspensions from riding the school bus. Such suspensions shall be determined by the bus company manager and school administration.
  1. Possession or Use of Tobacco, Drugs and Alcohol
  2. Fighting
  3. Profane Language
  4. Destruction of the bus
  5. Creating a dangerous environment

# Beaver Academic Support & Enrichment - BASEtime - 7th & 8th Grade

**BASEtime** is an academic period intended for students to complete assignments, prepare for or make up tests, complete group work, get assistance from their teachers, and receive academic interventions if necessary. It also provides privileges that students can earn through academic achievement and appropriate behavior both in and outside of the classroom.

## 7th & 8th Grade Homerooms

7th and 8th grade homerooms meet during BASEtime every Tuesday. During this time character education activities will be completed. Students will report to their homeroom teacher's classroom. Mr. Marten's homeroom will meet in the Room 281.

## Initial Level Assignment

- All 7<sup>th</sup> and 8<sup>th</sup> graders are placed in a level to start the school year based on the grades they earned and their behavior record from the spring semester of the preceding school year. These assignments will be in place for approximately the first two weeks of school.
- 7<sup>th</sup> & 8<sup>th</sup> Grade Initial Level Requirements
  - Level 1 - 3.25 GPA or higher
  - Level 2 –3.24 GPA or lower

## Moving from Level to Level -After the first two weeks of school

- The main office staff assigns students to a BASEtime each Friday (for the next week), based on grades (priority to D's & F's in core area classes) and teacher recommendations. These location assignments are posted on a shared google spreadsheet for teachers and students to see. Before school, each Monday the students will need to check the BASEtime Assignment Spreadsheet to see where they will be reporting for the week.
- Students are assigned to the same BASEtime for the **entire** week. However, a teacher can move a student into their BASEtime if they need to see the student.
- If a student does not go to their assigned BASEtime they will serve a detention or have their Level 1 privileges revoked for a week.
- Students can bring their coats and backpack with them to BASEtime and are dismissed from there.
- **If a student is moved to a new location other than their assigned BASEtime location the BASEtime teacher must notify the office or highlight the student's name in bright green and type their name and date after the student's name.**
- **The first criteria for BASEtime assignment (regardless of GPA), is that if a student is getting a D or an F in any class that is where they are assigned - core area classes take precedence.**

## Attendance

- **Teachers may assign students to their own BASEtime anytime throughout the school day.**
  - Students should also be checking the BASEtime spreadsheet right before BASEtime to assure they have not been moved.
- Once BASEtime begins, teachers will check to make sure all students that have been assigned to their location are present. **Students who are absent are to be highlighted in yellow** on the spreadsheet. If a student reports to a location that they were not assigned, that student will be sent to the office and Mr. Green will assign a consequence (level 0- office, detentions, parent contact made, marked truant).

- The BASEtime teacher has the discretion to allow or not allow a student into their classroom based on the student's current grade or the number of other students needing help.

### IPad Use During BASEtime

- iPads may only be used for academic purposes. This pertains to all levels.

### Expectations for all Levels

1. Students report to BASEtime prepared and on-time.
2. Once a student reports to a BASEtime location they must stay there the **entire** class period unless arrangements for a student to relocate have been agreed upon between BASEtime teachers and reported to the office. **If a student is moved to a new location other than their assigned BASEtime location the BASEtime teacher must notify the office or highlight the student's name in bright green and type their name and date after the student's name.**
3. When a student reports to a BASEtime area they must follow the rules governing that area (i.e. cell phone, group work, etc.).
4. The library is available for book checkout with permission from the BASEtime teacher.
5. Students who do not follow the behavior expectations outlined in the student handbook can be dropped to Level 2 or Level 0 - CMS Office.

### LEVEL 1

#### **Behaviors**

- Not earning any D's or F's
- Have at least a 3.25 GPA - **parents can require a higher GPA for their child to earn level 1 privileges. Contact the middle school office to set this up.**
- Following all handbook rules.

#### **Expectations**

- Students in Level 1 are achieving at a high level and are expected to take advantage of the enrichment opportunities available. In Level 1 students can:
  - Read books of their choice!
  - Apply to be a tutor in a 5<sup>th</sup> or 6<sup>th</sup>-grade classroom!
  - Design & complete class enrichment projects that go above and beyond course requirements! These can be designed and completed for any class!
  - Enroll in an online course! Many to choose from, see Ms.Hayes for more information.
  - Work with local service clubs to complete community service projects!
  - Work out in the fitness center (Mr. Green's prior approval required)!
  - Attend any other BASEtime in the middle school! With the office's permission.
  - Students in Level 1 must stay at the location they choose for the **entire** period.
  - When a student reports to a BASEtime area they must follow the rules governing that area (i.e. cell phone, group work, etc.).

#### **Student Approved Areas for Level 1 Students**

Students must be in one of the following areas during this period:

- **Their assigned Level 1 BASEtime**
- **Fitness Center - with Mr. Green's approval.**
- **Another BASEtime in Middle School** – must have an approved pass from the teacher and notify the office (must be supervised!)
- **Any other pre-approved location** as long as the office has been notified (must be supervised.)

### Privileges

- Appropriate cellphone use is permitted in approved Level 1 areas. iPads may be used for academic purposes only.

### LEVEL 2

#### Behaviors

- Earning any D's or F's
- Have a 3.24 GPA or lower
- Following all handbook rules.

#### Expectations

- Level 2 BASEtime is a time for quiet studying, and completing missing/late assignments, projects, or tests.
- Students need to come prepared.
- When a student reports to a BASEtime area they must follow the rules governing that area (i.e. iPad use, group work, etc.)

#### Privileges

- Attend Level 2 BASEtime as assigned by the office or teacher.
- May be assigned to other teachers (i.e. art room, band room, shop, etc.) to complete projects, makeup lessons, etc. **Office must be notified of the change.**
- Working in small groups is permitted at the teacher's discretion.
- iPads may be used for academic purposes only.

## CMS MORNING PROCEDURES

- When the school doors are unlocked CMS is open for business. Students can go upstairs at 7:40 a.m. and drop off their materials in their locker/classroom. Prior to this time, students are encouraged to sit in the commons and socialize or study.
- Buses arrive between 7:45 and 8:15 a.m.
- From 7:40 - 8:15 a.m. students can participate in the following options.
  1. Get help from a teacher or work quietly in a classroom with teacher permission.  
**If a student is upstairs and not in a classroom working or getting help they need to be directed to Option 2 or 3 by the classroom teacher or hallway supervisor.**
  2. Eat breakfast and/or socialize in the cafeteria.
  3. Participate in morning recess. When deemed necessary in the winter and when raining, morning recess will be in the gym.

## LOCKERS

- Students are responsible for the appearance and condition of their locker at the end of the school year.
- Writing in or on the outside of the locker is prohibited.
- Slamming and jamming your locker can break the lock. Students who slam or jam their lockers are responsible for paying for the broken parts and any lost or stolen valuables.
- Students are not to share their locker combination with other students.
- Students may not switch lockers without office approval. Students are responsible for the contents of the locker assigned to them.
- School lockers are the property of the Cumberland Schools. At no time does the Cumberland School District relinquish its exclusive control of lockers provided for the convenience of students.
- Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.
- Students are reminded that a locker is provided for coats, books, and binders and that one should not keep items of value in their hall locker.

## HALL PASSES

Every teacher utilizes the E-hall pass system on the iPads. It is required that all passes be generated using this system. There should be little movement in the corridors during class periods.

Appointments within the building such as band lesson are also scheduled (and the pass generated) on the e-hall pass system.

## CELL PHONES, PERSONAL TABLETS/OTHER PERSONAL ELECTRONIC DEVICES

- **5th and 6th graders** are required to silence and store their cellphone and other personal devices in their locker during the school day (8:20 a.m. – 3:30 p.m.). 5th & 6th-grade students **may not** use cell phones/personal devices during the lunch/recess period. If a student has a phone (or other personal electronic devices) in class, the teacher will confiscate the phone and the principal will keep the phone in the office.
- **7th and 8th grade students** are required to silence and store their cellphone out of sight during all classes. If a student has a phone (or other personal electronic devices) out during class, the teacher will confiscate the phone and the principal will keep the phone in the office.
- Cell phones/personal devices **may be checked between classes**.
- Failure to follow these guidelines will result in disciplinary actions. Refer to the consequences listed below.
- Appropriate cell phone or other personal device use is permitted by 7th & 8th-grade students at lunch/recess.

- No cell phones, cameras, iPads, or other electronic devices are allowed in the locker rooms.
- When a phone is being turned into the office students can check messages/calls during their lunch period.
- Parents can contact the office at any time if they need a message delivered to their child.

## **CONSEQUENCES FOR VIOLATIONS OF THE CELL PHONE RULES:**

**1<sup>st</sup> offense** – Phone turned into the office - student picks up the phone at the end of the day

**2<sup>nd</sup> offense** – 1 lunch/recess detention - Phone turned into the office during the school day for 5 school days - Parent contacted.

**3<sup>rd</sup> offense** – 2 lunch/recess detentions - Phone turned into the office during the school day for 10 school days- Parent contacted.

**4<sup>th</sup> offense** – 2 lunch/recess detentions - Phone turned into the office during the school day for 15 school days. Parent contacted.

**If a student refuses to give up their phone. The principal will be called. The student will be removed from class and receive an in-school suspension for insubordination.**

**Cellphone/Personal Electronic Device Infractions will be tracked by Mr. Green in the office - separate from other minor and major infractions. Teachers do not need to fill out a minor infraction form.**

## **CMS Backpack Policy**

- Backpacks are to be stored in student lockers during the school day - 1st through 7th hours (8:20-2:54). Students **may** take their backpacks to BASetime.
- They are not to be used to carry materials from class to class.
- Students are provided with a locker for the purposes of storing and securing their school materials and personal property.
- Trapper Keepers (large three-ring-type binders that zip shut) and protective iPad-specific storage bags **are permitted** to be used during the school day.



## STUDENT DRESS CODE

Responsibility for the personal appearance of students enrolled in the District shall normally rest with the students themselves and their parents/guardians. Student dress or grooming should not, however:

- (1) affect the health or safety of students or others,
- (2) disrupt the learning process within the school, or
- (3) be destructive to school property.

In order to assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

- 1. During the school day headwear of any type is not to be worn with these exceptions: 1) In the building upon arrival in the morning until 8:20 a.m. 2) In the lunch line, and during lunch and lunch recess, 3) In the building during dismissal at the end of the school day.**
2. Students will dress in a way that does not disrupt the learning process and wear clothing covering their stomachs, chests, buttocks, and undergarments. Tops are not to be worn that are 1) overly sheer so undergarments can be seen; or (2) low cut so that cleavage is exposed. Tops and bottoms are to touch or overlap. There should be no exposed midriff. The skirt or shorts should cover the entire buttocks and extend onto the thigh.
3. No student shall be permitted to wear any clothing or jewelry that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs, and/or gangs. Clothing items that cause intimidation or disrupt the learning of others are prohibited. Students will not wear clothing that defames, insults, threatens, harasses, or injures any racial or cultural groups or individuals.
4. Students are expected to wear hairstyles and clothing that will not present a health or safety hazard. This could include metal chains, studs, chain necklaces, spiked jewelry, or other similar accessories. Special requirements may be necessary for certain areas such as physical education, art, band, science labs, kitchens, and technology education work areas; i.e. safety glasses, aprons, hair nets, etc.
5. Appropriate footwear must be worn unless exceptions are granted.

It shall be left to the discretion of the principal/designee whether or not a student is in compliance with the dress code policy.

Students who are not in compliance with dress policy will be asked to modify their apparel. A pattern of non-compliance by a student may lead to other disciplinary action as deemed appropriate and necessary by the administration. Those students that do not have proper clothing to change into will be required to call home to have appropriate clothing brought to school.

## STUDENT HEALTH SERVICES

If you become ill at school, we have limited assistance for you but will come to your aid immediately. Report to the office with a pass from your teacher. We have a sick room available for first aid. Your parent(s) will be contacted to assist you in going home if it becomes necessary.

You will be released only upon the permission of your parent or guardian. Therefore, it is absolutely essential that we have correct home and work phone numbers. We need to know who you can be released to in the event your parent(s) work out of town and are unable to pick you up and take you home.

### Medications:

**Non-prescription** medications must be provided by the parent in its original container. Tylenol, ibuprofen, Benadryl, etc. will NOT be provided by the school. All medication must be checked in and kept in the school office. Dosage requests from parents that are greater than package recommendations will not be administered without a doctor's order (see prescription medications). Medications will not be administered if they are not in their original container and written parent permission is not received. Complete the bottom portion of the medication form for non-prescription medicine.

**Prescription** medications must have a signed order from the health care provider and the parent's written permission before they can be administered. Medication must be in its original container from the pharmacy. **At no time is a student to carry or administer their own medications without the proper paperwork and permission forms completed.** Parents complete the bottom portion of the consent form. A healthcare provider completes and signs the top portion. Many health systems have computer generated medication at school forms with an electronic signature from the provider. This is an acceptable alternative to the top portion of the school form. Forms may also be faxed to your child's school if that is more convenient.

## ADMINISTERING MEDICINE TO STUDENTS

**Over-the-counter drugs can not be dispensed by school personnel unless parental permission is obtained. If it is necessary for the school to administer medication to your child during the day, please secure a Medication Consent Form and a Physician's Order for Medication Administration Form from the office.**

Complete these forms and return them to the school nurse. At no time should any student be carrying any prescription or nonprescription drug unless permission has been granted by the principal.

# THE SCHOOL COUNSELING PROGRAM

The goal of the Cumberland Middle School Counseling Program is to help all students achieve personal growth, develop positive social skills and values, and realize their full academic potential. This is done through the delivery of the 5th and 6th-grade guidance curriculum, individual student conferencing, responsive services, and overall school support. The American School Counselor Association has developed a framework that states that school counseling programs are to be centered around three areas: Academic Development, College and Career Readiness, and Social and Emotional Development. The implementation of these areas can be adjusted based on the present needs of our students at Cumberland Middle School.

## STUDENT BEHAVIOR MANAGEMENT

We have rules to maintain a safe and orderly school. Students have a right to feel safe at school. No one deserves to be verbally “put down” or physically assaulted. Property also needs to be respected. When students misbehave, we try to understand the motive for the misbehavior and develop a behavior plan to address the problem. We strive to teach students to resolve their conflicts by reflecting on how their actions affect others.

While each teacher sets the rules and discipline procedures for their classrooms, Cumberland Middle School has a step system to address students who are not following the ***CMS Code of Conduct to be ready, be respectful and be responsible***. This system provides an opportunity for the correct behavior to be re-taught as needed and may include but is not limited to lunch detention, in-school detention, out-of-school detention, a suspension, and/or expulsion from school. The information on detentions and suspensions below provides additional guidelines on expectations.

### Detentions

1. Detentions will be supervised by staff members in the Middle School Office during the lunch/recess period.
2. Students are required to serve the detention on the day specified by the office. If they do not show up when assigned they may receive an additional detention

### Suspensions

1. An in-school suspension is served in the principal’s office or in an area designated by the principal. Students are required to work on assignments unless other written work or duties are specified. Full credit is given for all work completed, and students are not denied the opportunity to take any tests.
2. An out-of-school suspension results in a student not being allowed to attend school for one to five days. *If a notice of an expulsion hearing has been sent, a student may be suspended for not more than a total of fifteen (15) consecutive school days.* Students have the opportunity to complete all assignments and take all tests.
3. Students are not permitted to participate in or attend any school-sponsored activities (dance, game, class picnic, promotion, etc.) on the day(s) they have served a suspension.

# CMS DISCIPLINE POLICY

## Minor Infractions

Examples of minor infractions include but are not limited to the following

- **Disrespect/Disruption/Defiance**
  - Not following your teacher's instructions the first time they are given
  - Making weird noises during class time
  - Not doing your school work, not trying your best
  - Talking when your teacher or another student is talking
  - Any behavior that interrupts the teacher's teaching or the other students' learning
  
- **Physical Contact/Physical Aggression**
  - Touching, pulling or tugging on another person. Keep your hands to yourself.
  - Getting too close to other people - intruding on their personal space.
  - Growling at another person
  
- **Dress Code Violation**
  - Not following the school dress code. Clothing must cover the stomach, chest, buttocks, and undergarments. No exposed midriff. The skirt or shorts should cover the entire buttocks and extend onto the thigh.
  
- **Disrespectful Language, Minor Profanity**
  - Accidentally cussing or saying words that are inappropriate for school or hurt another person's feelings.
  
- **Tardy**
  - Arriving to the classroom after the bell rings
  
- **Technology Violation**
  - When you are not using the iPad as directed by your teacher.
  - When you have an app or website open that is not related to the current assignment you are working on.
  - Using another student's iPad without theirs or the teacher's permission.
  - Taking videos or pictures of people without their knowledge and permission.
  - Visiting inappropriate sites or having inappropriate pictures on your iPad.
  - Having a passcode on your iPad.

### ***Minor Infraction Consequences are Controlled by the Referring Staff Member:***

**Consequences:** Offenses are cumulative and tracked by the office and erased at the end of each quarter.

#### **1st Offense:**

- Re-teach correct behavior
- A Minor Misconduct Referral Form is completed

#### **2nd Offense:**

- Re-teach correct behavior
- A Minor Misconduct Referral Form is completed

#### **3rd Offense:**

- Re-Teach the expected behavior
- Teacher contacts the parent and asks for their help correcting the student's behavior.

#### **Subsequent Offenses in the same quarter:**

- Controlled by principal
- Parent contact made by principal
- A Major Misconduct Referral Form is completed
- 2 Lunch/recess detentions issued
- Additional consequences as deemed necessary

### **Major Infractions**

**Examples of major infractions include but are not limited to the following**

- **Defiance/Disrespect, Disruption**
  - Throwing things in the classroom or cafeteria
  - Making distracting noises after being told to knock it off
  - Talking back to your teacher, yelling repeatedly
- **Disrespectful Language/Profanity**
  - Continuing to say things that hurt others after being retaught that this is not acceptable
  - Swearing repeatedly after being retaught that this is not acceptable
- **Physical Aggression, Fighting**
  - Punching, hitting, slapping or tackling another person.
- **Repeated Threats and Intimidation**
  - Continuing to say things that threaten or scare others after being retaught that this is not acceptable
- **Theft**
  - Taking and having things (property) that are not yours.
- **Property Damage/Vandalism**
  - Drawing on or damaging furniture
  - Leaving a mess in the bathroom, drawing on bathroom stall walls
- **Truancy**
  - Skipping class - not being where you are assigned at a given time.
  - Leaving school grounds

- **Gang Affiliation Display**
  - No headwear, bandanas, or hand gestures
- **Lying/Cheating/Plagiarism**
  - Not telling the truth, copying another student's work, turning in another person's writing as your own original work.
- **Use/Possession of Alcohol/Drugs/Tobacco**
  - Having and/or using these substances at school or on any school property.
- **Use/Possession of Weapons**
  - Having any knife, spear, club, firearm, or other weapon that could hurt someone at school or on any school property.
- **Technology Violation**
  - When you are not using the iPad as directed by your teacher.
  - Not following the technology rules after being retaught them.
  - When you have an app or website open that is not related to the current assignment you are working on.
  - Accessing or having sexually explicit images, words, or conversations on your device.
  - Using another student's iPad without their or the teacher's permission.
  - Taking videos or pictures of people without their knowledge and permission.

***Major Infraction Consequences are controlled by the principal.***

**Steps:**

1. Offending student is escorted to the office by the teacher or other staff member.
2. Administrator investigates the incident.
3. Office Discipline Referral (ODR) form completed by the referring staff member.
4. Incident is documented.
5. Parents are contacted.
6. Consequence is administered.

**Consequences (to include one or more of the following):**

- 2 Lunch/recess detentions issued
- In-school suspension assigned
- Out-of-school suspension
- Referral to the law enforcement agency for legal action
- A conference between student, teacher, counselor, principal, and parent to establish a behavior plan
- Additional consequences as deemed necessary

Major ODRs are not erased until the end of the year. When deemed appropriate, the principal may determine a lesser consequence if a student has established a pattern of good behavior after being issued multiple ODRs

Please note, this is not an all-inclusive list of behaviors. Student infractions of the code not covered in the matrix are still subject to consequences that fit the level of the determined offense.

# Cumberland Middle School

## Expected Student Behavior

### CLASSROOMS & ALL SETTINGS

#### Be Ready

- Be on time
- Have all necessary materials

#### Be Responsible

- Leave no trace
- Follow the dress code

#### Be Respectful

- Treat others the way you want to be treated
- Use kind words and manners
- Be attentive and wait your turn

#### Be Safe

- Keep hands, feet, and other objects to yourself
- Report Bullying
- Stay in designated areas

### HALLWAY

#### Be Ready

- Arrive to class on time
- Lock your locker

#### Be Responsible

- Open and close the locker quietly with your hands
- Keep hallways clean

#### Be Respectful

- Voice level 1- Low Whisper Level during class time
- Voice level 2- Medium Conversational Level during passing time
- Respect each other's personal space

#### Be Safe

- Walk on the right side of the hallway
- Keep hands, feet, and objects to yourself at all times

## CAFETERIA

### Be Ready

- Know your lunch code
- Walk and wait in line

### Be Responsible

- Throw away garbage
- Clean up your area
- Keep all food in the cafeteria

### Be Respectful

- Be courteous to cafeteria staff
- Say “please” and “thank you”
- Voice level 2 -Medium Conversational Level
- Respect others’ space

### Be Safe

- Keep hands, feet, objects to yourself
- Walk to and from the cafeteria

## RECESS /INDOOR RECESS

### Be Ready

- Dress for the activity and the weather

### Be Responsible

- Return equipment to the proper location
- Keep all food in the cafeteria area
- Keep all technology equipment indoors and out of the gyms

### Be Respectful

- Use good sportsmanship
- Include others
- Follow supervisor’s directions

### Be Safe

- Outdoor recess takes place on the upper parking lot and playground. During recess, students are not allowed to sit or play in the lower parking lot, on the sidewalk, or in the woods.
- Indoor recess takes place in the gym and in the commons after lunch. Students are to sit, socialize or study in the cafeteria or play safely in the gym. If you are in the gym you are to be participating.
- Use equipment as designed
- What is on the ground stays on the ground
- Injury-free play



## **BATHROOM**

### Be Responsible

- Flush when finished
- Report vandalism
- Report need for supplies

### Be Respectful

- Give privacy to others
- Use voice level 1 - whisper level

### Be Safe

- Wash hands with soap and water
- Dry hands and place used paper towel in the trash can

## **TECHNOLOGY USE**

### Be Ready

- Have iPad fully charged at the start of the day
- Bring iPad to all classes

### Be Responsible

- Use equipment as directed
- Keep cell phones/personal devices in your locker during the school day
- Follow the acceptable use policy

### Be Respectful

- Be a positive digital citizen
- Use when directed

### Be Safe

- Guard your privacy
- Report cyberbullying

## **BUS**

### Be Ready

- Be on time to board your bus
- Obtain a blue note from the office in the AM for a different bus

### Be Responsible

- Leave no trace
- Report any unsafe behavior to the driver

### Be Respectful

- Voice level 2 - Medium conversational level
- Follow the directions of the driver

### Be Safe

- Walk to and from the bus
- Stay seated while the bus is in motion
- Face forward, bottom to bottom, back to back
- Keep aisles clear

## COMPUTER LAB

### Be Ready

- Have earbuds/headphones and other necessary materials

### Be Responsible

- Sit in your assigned location
- Follow the acceptable use policy and rules set forth by the teacher
- Keep workspace clean
- Log off and shut down when directed

### Be Respectful

- Voice level 1- Whisper Level
- Treat equipment with care

### Be Safe

- Push your chair in when done

## LIBRARY

### Be Ready

- Enter quietly and take your seat

### Be Responsible

- Line up when directed

### Be Respectful

- Voice level 1 in the LMC when selecting materials or engaged in group activity
- Voice level 0 when class is in session
- Listen to teacher and classmates

### Be Safe

- Push in your chair when done

## ASSEMBLIES

### Be Ready

- Leave unnecessary items in your locker

### Be Responsible

- Sit in the designated area
- Move during breaks

### Be Respectful

- Focus on presentation
- Positive audience manners
- Use low voices when entering and exiting

### Be Safe

- Sit appropriately for the event
- Enter and leave in a safe manner

## CUMBERLAND MIDDLE SCHOOL - EXPECTED STUDENT BEHAVIOR

	All Settings	Assemblies	Bathroom	Bus	Cafeteria	Computer Lab	Technology Use	Hallway	Library	Recess/Indoor Recess
BE READY	<p>Be on time</p> <p>Have all necessary materials</p>	<p>Leave unnecessary items in your locker</p>	<p>Follow teacher's procedures for getting permission to use the rest room</p>	<p>Be on time to board your bus</p> <p>Obtain a blue note in the AM for a different bus</p>	<p>Know your lunch code</p> <p>Walk and wait in line</p>	<p>Have a earbuds/headphones and other necessary materials</p>	<p>Have iPad fully charged at start of day</p> <p>Bring iPad to all classes unless directed otherwise</p>	<p>Arrive to class on time</p> <p>Lock you locker</p>	<p>Enter quietly and take your seat</p>	<p>Dress for the activity and the weather</p>
BE RESPONSIBLE	<p>Leave no trace</p> <p>Follow the dress code</p>	<p>Sit in designated area</p> <p>Move during breaks</p>	<p>Flush when finished</p> <p>Report vandalism</p> <p>Report needs for supplies</p>	<p>Leave no trace</p> <p>Report any unsafe behavior to the driver</p>	<p>Throw away garbage</p> <p>Clean up your area</p> <p>Ask for permission to leave the lunchroom area</p> <p>Keep all food in the cafeteria</p>	<p>Follow the acceptable use policy and rules set forth by teacher</p> <p>Keep work space</p> <p>Log off and shut</p>	<p>Use equipment as directed</p> <p>Keep cell phones/personal devices in locker during the school day</p> <p>Follow the acceptable use policy</p>	<p>Open and close locker quietly with your hands</p> <p>Keep hallways clean</p>	<p>Line up when directed</p>	<p>Return equipment to proper location</p> <p>Keep all food in cafeteria area</p> <p>Keep all technology equipment indoors and out of the gyms</p>
BE RESPECTFUL	<p>Treat others the way you want to be treated</p> <p>Use kind words and manners</p> <p>Be attentive and wait your turn</p>	<p>Focus on presentation</p> <p>Positive audience manners</p> <p>Use low voices when entering and exiting</p>	<p>Give privacy to others</p> <p>Use voice level 1</p>	<p>Voice level 2</p> <p>Follow all directions from the driver</p>	<p>Voice level 2</p> <p>Be courteous to cafeteria staff</p> <p>Say "please" and "thank you"</p> <p>Respect others' space</p>	<p>Voice level 1</p> <p>Treat equipment with care</p>	<p>Be a positive digital citizen</p> <p>Use when directed</p>	<p>Voice level 1 during class time</p> <p>Voice level 2 during passing time</p> <p>Respect each other's personal space</p>	<p>Voice level 1 in the LMC</p> <p>Voice level 0 when class is in session</p> <p>Listen to teacher and classmates</p>	<p>Use good sportsmanship</p> <p>Include others</p> <p>Follow supervisor's directions</p>
BE SAFE	<p>Keep hands, feet, and other objects to yourself</p> <p>Report Bullying</p> <p>Stay in designated areas</p>	<p>Sit appropriately for event</p> <p>Enter and leave in a safe manner</p>	<p>Wash hands with soap and water</p> <p>Dry hands and place used paper towel in trash can</p>	<p>Walk to and from the bus</p> <p>Stay seated while the bus is in motion</p> <p>Face forward, bottom to bottom, back to back</p> <p>Keep aisles clear</p>	<p>Keep hands, feet, objects to yourself</p> <p>Walk to and from the cafeteria</p>	<p>Push chair in when done</p>	<p>Guard your privacy</p> <p>Report cyberbullying</p>	<p>Walk on the right side of the hallway</p> <p>Keep hands, feet, and objects to yourself at all times</p>	<p>Push in your chair when done</p>	<p>Use equipment as designed</p> <p>What is on the ground stays on the ground</p> <p>Injury-free play</p>

**Audience Manners:**

1. Sit up straight
2. Eyes and shoulders facing speaker
3. Voice off
4. Listen Attentively
5. Applaud appropriately

**Voice Levels:**

0. Off--no sound
1. Low--whisper level
2. Medium--conversational level
3. High--presentational
4. Crazy--stadium cheering

**Positive Digital Citizen Practices:**

1. Tell a trusted adult if someone sends you threatening or uncomfortable text/photos.
2. Avoid insulting or hurting other's feelings through text/photos.
3. Avoid responding to insulting text/photos (get help for an adult).
4. Respect the privacy of others.
5. Follow the same standards electronically as you do when talking with people directly.

# APPROPRIATE IPAD USE AT CUMBERLAND MIDDLE SCHOOL

## 1. Treat and use the iPad responsibly.

- The school-issued iPad is only to be used for academic purposes during the school day (8:20 a.m.-3:30 p.m.)
- Games are not to be played on the iPad during the school day (8:20 a.m. - 3:30 p.m.) Educational games that are assigned by a teacher may be played during that class, under that teacher's supervision.
- iPads are not to be used during breakfast and lunch in the commons.
- Students will handle the device with care.
- The iPad is always in its protective case and stored in one's academic locker, locked classroom or the Middle School Office iPad Shelf when not in use.
- Students will not download apps or any material other than appropriate music and pictures on the iPad. Students can request apps be added to a specific grade-level image or temporarily to their individual iPad by emailing Mr. Green. In order for an app to be considered, you must fully explain how the app will be used educationally.
- The Bluetooth is not to be turned off.
- Students are not allowed to put a passcode on their iPad.
- Students will not use the iPad while consuming food and beverages.
- The iPad is fully charged when the student arrives at school.
- Students will not circumvent the security system on the iPad.

## 2. Use the iPad as directed by your teachers.

- The iPad will be closed and asleep when the bell rings to start class.
- Earbuds/headphones will be stowed and out of sight when not in use.
- The iPad will not be opened in class until directed to do so by the instructor.
- Students will only use apps and websites that are permitted and relevant to the task at hand.

## 3. Do not use another student's iPad.

- Students may only use another student's iPad with the teacher's permission

## 4. Report inappropriate use of technology.

- Tell an adult if you see someone not following the above procedures or using technology inappropriately.

## IPad Use During BASEtime

- During BASEtime the iPad is to be used for academic purposes only. This pertains to all levels.

## Examples of Infractions

1. Leaving the iPad unattended.
2. Visiting websites that are inappropriate/not approved.
3. Downloading apps to the iPad.
4. Putting a passcode on the iPad.
5. Using apps not related to the task at hand.
6. Use of the iPad for something not allowed at school.
7. Taking photos or videos of people without their permission.
8. Using another student's iPad without their or the teacher's permission.
9. Having your iPad in the lunchroom or locker room.

# Consequences for iPad Violations

## Violations will be recorded and tracked by Mr. Green in the office

### First Offense

- The iPad will be taken from the student and kept in the office until Mr. Green has a conference with the student. The teacher will contact the office to notify Mr. Green of the infraction. The iPad will be dropped off in the office or picked up by office personnel. Mr. Green will have a conference with the student, reteach the expected behavior, and issue a warning. Mr. Green will return the iPad to the student.

### Second Offense

- The iPad will be taken from the student and kept in the office until Mr. Green has a conference with the student. The teacher will contact the office to notify Mr. Green of the infraction. The iPad will be dropped off in the office or picked up by office personnel. Mr. Green will conference with the student, reteach the expected behavior, contact a parent or guardian, and the student will lose the privilege of taking the iPad at home for at least **5 days** (non-school days count). Each day of the consequence the student will pick up and drop off the iPad in the CMS Office and resume full privileges at the conclusion of their consequence.

### Third Offense

- The iPad will be taken from the student and kept in the office until Mr. Green has a conference with the student. The teacher will contact the office to notify Mr. Green of the infraction. The iPad will be dropped off in the office or picked up by office personnel. Mr. Green will have a conference with the student, reteach the expected behavior, contact a parent or guardian, and the student will lose the privilege of taking the iPad at home for at least **30 days** (non-school days count). Each day of the consequence the student will pick up and drop off the iPad in the CMS Office and resume full privileges at the conclusion of their consequence.
- **If there is another infraction the student will lose the privilege of taking the iPad home for the remainder of the school year.**

### Fourth Offense

- The iPad will be taken from the student and kept in the office until Mr. Green has a conference with the student. The teacher will contact the office to notify Mr. Green of the infraction. The iPad will be dropped off in the office or picked up by office personnel. Mr. Green will have a conference with the student, reteach the expected behavior, contact a parent or guardian, and the student will lose the privilege of taking the iPad at home for the remainder of the school year. Each day of the consequence the student will pick-up and drop off the iPad in the CMS Office.

### Subsequent Offenses or Major Offenses

- A 5th offense or an offense deemed major by the administration could result in a student losing all iPad privileges.
- If a student loses iPad privileges, an alternative plan will be developed to allow them to complete the required coursework. This could include the use of textbooks, paper, pencils, etc. If technology is required to complete assignments, students with suspended iPads may be allowed to either use computers in the LMC or an iPad to complete the required work. Only teachers will be allowed to check out a suspended student's iPad from the office if needed for academic purposes.

***Major offenses could result in suspension, expulsion, and civil or criminal liability under applicable laws. Consequences may be altered due to the severity of the infraction and what is deemed necessary and appropriate by the administration.***

# APPROPRIATE IPAD CARE AT CUMBERLAND MIDDLE SCHOOL

## What if I Break My iPad?

If you break your iPad or you find it is not operating correctly follow these steps to get it repaired.

1. Bring your iPad to the office and meet with Mr. Green.
2. The iPad will be left with Mr. Green. He will send it to the technology department who will ship it out for repair.
3. iPads will be sent out once a week. It takes a week to 2 weeks for the iPads to get fixed and be returned.
4. Loaner iPads will not be provided.
5. When the iPad is fixed and has returned to school, the principal will meet with the student, return the iPad and explain any restrictions to the student's iPad use.

## Important Reminders

- **A student will lose the privilege of taking the iPad home if their iPad is damaged due to carelessness/improper care and use. The length of time this privilege is lost will be determined by the principal and based on the nature of the incident and the student's iPad care and use history.**
- **The fee for a cracked screen is about \$80.00 (the cost could be higher if other components are damaged).**

## DAMAGE OR LOSS OF SCHOOL PROPERTY

Students are responsible for the equipment and materials issued to them and the equipment and materials they use. If such items become lost, stolen, or damaged while under their care and/or control, they will be responsible for the cost of repair or for replacement.

# 7th & 8th Grade Grading Guidelines

## Grading Statement

Cumberland School District administration and faculty believe that good communication between parents and teachers, as well as teachers and students, is important in the educational process. Our goal is to establish a flow of communication that will provide feedback and guidance so that each student may achieve to the degree that his/her talent will allow. Grading will reflect each student's degree of learning. The district believes that students must understand clearly what is expected of them and be given the opportunity to continuously improve. By doing their work to expected levels of excellence and growth, they will increase in knowledge and understanding. Persistence and understanding the value of hard work are mandatory outcomes of an effective grading system.

## Grading Guidelines

The reporting process should:

- Be multifaceted, not relying on any one form of communication with parents or students, and should be both regular and spontaneous, and may include the following: email, student information system, conferences, report cards, progress reports, telephone calls, notes, etc.
- Provide for having report cards on a semester basis as well as mid-semester progress reports at the end of quarters 1 & 3.
- Provide for teachers to give students continual feedback on the quality of work as it relates to course objectives.
- Reflect the school's desire to strive for consistency in grading and reporting.
- Reflect on the school's philosophy of computing grades based on academic progress.
- Allow teachers to provide written instructional objectives and evaluation measures to each student at the beginning of the course. It should also allow for teachers' grades to reflect their professional judgment of student achievement.
- Teachers will be available to students who have questions about their grades.
- Allow teachers to use their judgment on individual tests or assignments and the procedures for scoring said tests or assignments, in accordance with established grading guidelines.
- Allow for all assignments, tests, quizzes, etc. to be evaluated, returned promptly, and reviewed with students before the next related test is administered.
- Allow students **at least** 5 school days to make up missed work or tests and **at least** one week to complete assignments/tests to remove an "incomplete" grade. *Extenuating circumstances can lead to modification of the deadline to turn in or make up missed work or tests or rectify an incomplete grade.*

## Assessment Guidelines

**Formative Assessment** – “Assessment FOR Learning” Formative assessments are designed to determine whether students are learning what is being taught (e.g., assessing a student while s/he is in the process of learning particular knowledge or practicing skills.)

- Are administered during the instruction process
- Are for the purpose of adjusting instruction
- May include teacher and system-designed informal and formal assessments such as pre-assessments, exit cards, observation records, response to teacher questioning during instruction, every-pupil-response, quick-write, initial draft or outline, and most homework (because the purpose of homework is usually for completion, preparation and practice.)
- Formative assessments shall make up 20-25% of a student’s grade (participation, practice work, independent work, work outside of the classroom, etc.)

**Summative Assessment** – “Assessment OF Learning” Summative assessments are designed to determine whether students know and can do what has been taught (accountability). It is not practiced; it is administered after instruction; it provides a student the opportunity to demonstrate knowledge/skills on which s/he has had time to practice.

- Is based on known criteria
- Focuses primarily on individual student performance
- Integrates important skills and knowledge
- Includes teacher or system-designed assessments such as exams, tests, quizzes, projects, final drafts, products, and performances, work outside the classroom that is an assessment of knowledge/skills on what s/he has previously had time to practice (e.g., a culminating project).
- Summative assessments shall make up 75-80% of a student’s grade (tests, quizzes, projects, written work, final draft, lab work, etc.)

## Calculation of Grades

- The grading scale is as follows:
  - A 94-100 (4.000 credit for GPA)
  - A- 90-93 (3.667 credits for GPA)
  - B+ 87-89 (3.333 credits for GPA)
  - B 84-86 (3.000 credits for GPA)
  - B- 80-83 (2.667 credits for GPA)
  - C+ 77-79 (2.333 credits for GPA)
  - C 74-76 (2.000 credits for GPA)
  - C- 70-73 (1.667 credits for GPA)
  - D+ 67-69 (1.333 credits for GPA)
  - D 64-66 (1.000 credits for GPA)
  - D- 60-63 (0.667 credits for GPA)
  - F 50-59 (0.0 credits for GPA)
- Any student who refuses to complete work or opts to not complete work should receive a zero.
- Any student putting forth a legitimate effort but whose actual earned percentage is less than 50% should have the assignment or graded task recorded as 50%.



- The final grades for a 1/2 credit class will be determined at the end of each term.
- Only final grades are used in calculating the grade point average. Reports of student progress do not affect the cumulative grade point average.

### **Retake or Redo Summative Assessments**

- Students are allowed to redo or retake summative assessments.
- They are allowed to edit, redo, and resubmit work that reflects incomplete understanding, skills, and content knowledge.
- The instructor has the discretion on how the redo/retake is administered, which could include the student correcting the initial assessment, or taking a completely new assessment based on the same content.

### **Grading on Retakes/Redo Summative Assessments**

- A student can retake a summative assignment one time and receive the higher of the two grades.

### **End of Term Final/Final Project Assessment Guidelines**

- When possible, teachers will give culminating final evaluations to all students. The assessment process may include, but will not be limited to, final exams (written or oral), exit conferences, portfolio, self-assessment, final research project presentations, etc. The final culminating activity must be based on the stated objectives of the course and the curriculum.
- Students are to be afforded an opportunity to discuss end-of-term results and final grades with their teachers during the school year.
- End of Term Culminating Assessments make up 5% of a student's final grade.

### **Academic Honors**

The scale for awarding academic honors is as follows:

- High Honors: 3.600 and above
- Honors: 3.2 – 3.599
- The honor roll will be published every term.

### **Plagiarism**

Plagiarism is the unacknowledged use of another's work or ideas and presented by the student as their own.

Examples of plagiarism include but are not limited to:

- Copying another students' work
- Copying from a text book, article, or web resource without proper acknowledgement
- Copying or paraphrasing another's work by altering a few words, phrases or sentences.
- Downloading and submitting as your own, papers, assignments, and compositions from internet sites
- Consequences from plagiarizing depend on the severity of the offense. Students' with major and multiple offenses may receive a "zero" on their assignment without the possibility for a make up.

## GRADING SYSTEM GRADES K-6

Fifth and sixth-grade student progress is monitored using a report card that is based on the Wisconsin Academic Standards. The standards define the knowledge and skills students should have within their education at each grade level. The grade marks below will be used to indicate a student's performance on each standard.

M=Meets the Grade Level Standard

P=Progressing toward the Grade Level Standard

N=Not progressing toward the Grade Level Standard

Blank Box= Standard(s) not assessed this Quarter

\*E Effort made

\*S Satisfactory work

Inc. Incomplete

\*Used for special circumstances

**Quarterly Report Cards**-Report cards will be mailed home for all students at the end of every nine-week grading period.

## PHYSICAL EDUCATION

Students are required to follow the school dress code while participating in physical education. Tennis shoes, shorts/pants, and a clean t-shirt is the required uniform for physical education. Students are issued a locker in the locker room in which to keep their physical education uniform. Students are required to be dressed in tennis shoes, shorts/pants, and a t-shirt for physical education class.

## PUBLIC DISPLAYS OF AFFECTION

Activities that distract from a positive educational atmosphere are not allowed. An excellent guideline to use is the "one hand one arm" rule. This allows the holding of hands and walking arm-in-arm, but disallows full embraces, kissing, and hands on the body. Sitting on another's lap or arms around another's waist are considered inappropriate. As with inappropriate conduct of any sort, inappropriate displays of affection will be confronted and may result in detention time or parent conference.

## **PARENT VISITORS**

It is expected that during regular school hours only students and staff need to be present in the school building. It is also acknowledged that there will be times during the instructional day that members of the public, including parents, guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. Access to any classroom/instructional area requires coordination with and approval of the building-level administrator.

## **STUDENT VISITORS**

Student visitors are discouraged. Exceptions can be made for special occasions when the student's presence will offer a definite educational benefit to Cumberland students. Arrangements need to be made at least one week in advance through the office and with appropriate classroom teachers.

## **FOOD & BEVERAGE**

Food or drink may be consumed in the cafeteria during lunch and before and after school. Food and drink will be consumed in classrooms during second chance breakfast only. There shall be no food or drink (except for water) in classrooms or the gym areas except in special circumstances as approved by administration. Students with food or drink at other times or areas will have the items confiscated and will be subject to detentions for repeated offenses.

The Cumberland Middle School is a nut awareness zone. For the safety of children who have life-threatening peanut and tree nut allergies, please be cautious of bringing peanuts or nut products into our school.

## **STUDENT HARASSMENT/BULLYING POLICY**

[Board Policy 5517.01](#)

### **BULLYING**

The Cumberland School District is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

**Bullying is defined as including:**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

**Bullying behavior can be:**

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."
- E. The Board recognizes that cyberbullying can be particularly devastating to young people because:
  1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
  2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
  3. Cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyber bullies because of screen names, so they do not fear being punished for their actions;
  4. The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
  5. Hacking into or otherwise gaining access to another's electronic accounts (emails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing photographs of students;
4. Posting misleading or fake photographs of students on web sites.

**Harassment is defined as including:**

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

### **Complaint Procedures**

Any student that believes she/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, she/he should report it and allow the administration to determine the appropriate course of action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law, to the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

### **Notification**

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher and family handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

### **Records and Reports**

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

## **ACCIDENTS**

It is the goal of all Cumberland Middle School staff to provide a school environment that is safe and healthy. If an accident does occur, it must be reported to the person in charge and/or to the school office. This includes any accident in the school building, on the school grounds, during practice sessions, or any athletic event sponsored by the school. The staff person will assist with the reporting of any accident by filling out an accident report form.

## **ACCIDENT INSURANCE**

The school district does not provide any type of health or accident insurance for injuries incurred by your child at school. This year the school is making available accident insurance through First Agency, of Kalamazoo, Michigan. This plan will provide benefits for medical expenses incurred because of an accident.

## **CONTROLLED SUBSTANCES**

The use, possession, or sale of alcohol, non-prescribed drugs, chemicals, or other controlled substances on school premises or at school functions is prohibited. No student may appear at any school or school-sponsored function under the influence or possession of alcohol, non-prescribed drugs, chemicals, or illegal substances.

## **STUDENT USE OF TOBACCO PRODUCTS**

Smoking and conspicuous possession of tobacco products by students while in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school-sponsored event is prohibited.

A one (1) day suspension will occur on the first offense and referral to the local police as a violation of state statute. A second offense will result in a two days suspension from school. Continued offenses during a school term or multiple school terms shall be cause for the student to appear before the Board of Education for possible expulsion from school.

Athletes must follow both school and WIAA policies and rules. The provisions of the Cumberland School District Athletic and Co-Curricular Code Handbook will apply in addition to these guidelines.

## **CUMBERLAND SCHOOL DISTRICT POSSESSION OR USE OF WEAPONS**

Students of the Cumberland School District must be aware that the possession or use of a dangerous weapon or look-alike weapon will not be tolerated.

No one shall possess or use a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school vehicles, or at school-sponsored activities, except as otherwise specifically provided. A dangerous weapon is defined in state law and includes a gun, knife, razor, martial arts equipment, metal knuckle, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm.

Law enforcement officers and the District Administrator or designee shall be contacted as soon as possible if there is time in a given weapons situation and if there is not an immediate threat to safety. If there is not time, or the situation warrants immediate action, the school staff should attempt to confiscate the weapon. The building principal will also report confiscation of weapons to the police.

## STUDENT SEARCHES

A search of a student is “reasonable” under the 4<sup>th</sup> Amendment if it meets two tests:

- There must be reasonable grounds to suspect the search will reveal evidence of a violation of either the law or school rules, or
- The way in which the search is conducted must be reasonably related to the objectives of the search and must not be overly obtrusive in light of the age and sex of the student and the nature of the infraction.

School administrators and/or designees will conduct searches.

The locker assigned to a student is not the student’s private property or under his/her exclusive possession and may be opened and inspected by school administrators/designees at any time if there is “reasonable suspicion” that unauthorized item(s) are in the locker. Unauthorized items may be removed.

Students can be asked, but not required, to empty their pockets, purses, etc. by school administrators/designees for search.

The police may be contacted to assist in searches. The police will conduct automobile searches on school grounds. Strip searches are prohibited.

## ACTIVITY FREE NIGHTS

Wednesdays and Sundays are designated as activity-free nights in Cumberland. No student school functions are to be scheduled to interfere with this policy or scheduled after 6:00 p.m.

## SCHOOL DANCES

All potential dances must be scheduled with the principal prior to setting the date.

1. Chaperones must be present. The organization sponsoring the dance is responsible for securing these.
2. The dance must be chaperoned by a minimum of two faculty members (one male and one female). Student officers of the sponsoring organization must provide the principal with a list of chaperones at least 24 hours prior to the dance.
3. The price for admission to dances will be determined by the student organization. Everyone (with the exception of those working at the dance) must pay to get in.
4. The advisor or principal must approve any potentially controversial music/arrangements in advance.
5. If someone causes a problem at the door or at the dance, the chaperones may request the person to leave the dance and school grounds. A report of the incident will be given to the principal on the following school day. The principal will then exercise their authority for the type of incident, which may include referral to the police or sheriff's department.
6. **A student of CMS may not invite a guest who is not a student of CMS.**
7. Ticket sales will end after the beginning of each dance. No one will be admitted afterward (with the possible exception of players who are just arriving from the locker room).
8. Anyone who leaves the dance will not be allowed to return.
9. The possession or use of alcoholic beverages, drugs, or drug paraphernalia in conjunction with any school activity is strictly prohibited. VIOLATORS OF THIS POLICY WILL BE REFERRED TO THE POLICE IMMEDIATELY. Faculty chaperones are instructed to report any such incident to the administration for further disciplinary action and citations.
10. Students under disciplinary restrictions will not be allowed to participate.



## 2023-2024 Cumberland Middle and High School Band and Choir Concerts and Events

Date	Event	Place
Friday 9/1	Football Halftime Show	Endeavor Stadium
Saturday 9/9	Northern Lights Marching Classic	Endeavor Stadium
Saturday 9/16	Baldwin Show	Baldwin
Friday 9/22	Football Halftime Show	Endeavor Stadium
Saturday 9/30	Irondale Show	Irondale
Friday 10/6	Football Halftime Show	Endeavor Stadium
Friday 10/13	Send-Off to State Show (noon)	Endeavor Stadium
Saturday 10/14	State Marching Band Show	UW-Whitewater
Tuesday 10/24	Marching Band Concert (7:30 p.m.)	High School Gym
Friday 11/10	Veterans Day Program (10:30 a.m.)	High School Gym
Monday 12/4	H.S. Choir Concert	High School Gym
Monday 12/11	M.S. Holiday Concerts (5th/6th 6:30 p.m. - 7th/8th 7:30 p.m.)	High School Gym
Monday 12/18	H.S. Band Concert	High School Gym
Monday 1/15	H.S. Conference Honor Band	Chetek
Friday 1/19	M.S. Solo/Ensemble Festival (8:00 a.m.-4:00 p.m.)	Cumberland High School and Middle School
Monday 3/4	M.S. Concerts (5th/6th 6:30 p.m. - 7th/8th 7:30 p.m.)	High School Gym
Tuesday 3/5	H.S. Band Large Group Festival (during the day)	Rice Lake
Friday 3/21-3/23	H.S. Musical	
Saturday 4/6	H.S. Solo/Ensemble Festival	TBD
Friday 5/3	H.S. Band Banquet (7:00 p.m.)	Middle School Commons
Saturday 5/4	State Solo/Ensemble Festival (8:00 a.m.-4:00 p.m.)	UW-Eau Claire
Monday 5/6	H.S. Band Concert (7:30 p.m.)	High School Gym
Tuesday 5/7	M.S. Spring Concerts (5th/6th 6:30 p.m. - 7th/8th 7:30 p.m.)	High School Gym
Monday 5/13	H.S. Choir Concert (7:30 p.m.)	High School Gym
Saturday 5/25	H.S. Graduation (11:00 a.m.)	Endeavor Stadium
Monday 5/27	Memorial Day Ceremony (10:00 a.m.)	Lakeside Cemetery



**#CSDGOBEAVERS**